



Position:	Training Administrator
Contract Type:	Permanent
Employment Type:	Part Time (4 days)
Location:	BMW National Training Centre, Mulgrave VIC
Department:	Operations
Business Unit:	Asset Services
Reports to:	Academy & Administration Manager
Direct Reports:	NIL

1. Job Purpose

Provide timely training administrative support to the BMW Training Services Team, managers and visiting delegates. Maintain a professional attitude, building and maintaining relationships with both internal and external stakeholders.

2. Responsibilities

- 2.1. Act as the first point of contact for BMW Training Centre enquiries including managing all phone and email enquiries, namely oversee and promptly respond to all queries to the training administration email inbox.
 - 2.2. Facilitate and administrate changes within the BMW Academy Learning Management System including; training course changes, participant registrations, marking attendance and course closure.
 - 2.3. Preparation and distribution of certification reward and recognition including plaques and certificates.
 - 2.4. Coordinate payment of contractor invoicing including raising purchase orders.
 - 2.5. Develop BMW Training Centre standard operating procedures that contribute to increased efficiencies and continuous improvement activities.
 - 2.6. Communicate regularly with BMW dealership contacts regarding all training related matters and enquiries relating to the BMW Academy Learning Management System.
 - 2.7. Create and distribute reports to the BMW dealer network and respond to related queries to track training activity and assist in the successful attainment of quarterly training targets.
 - 2.8. Provide support to the BMW Academy and Administration Manager in a project based capacity as required.
 - 2.9. Log timesheet data for Babcock employees.
 - 2.10. Provide front of house duties as required to ensure smooth daily operations.
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3. Qualifications

- 3.1. Completed relevant tertiary or higher education studies in relevant field (business and or administration course/s)
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4. Skills & Competencies

4.1. Essential

- 4.1.1. Excellent written and verbal communication and people skills with a friendly, corporate and professional phone manner and polished presentation.
- 4.1.2. Strong administrative and organisational skills with high level attention to detail.
- 4.1.3. Ability to multi-task and meet deadlines.



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- 4.1.4. Pro-active with a positive attitude and a flexible approach to work.
- 4.1.5. Ability to maintain a corporate and professional attitude whilst building and maintaining relationships with both internal and external stakeholders
- 4.1.6. Previous experience within a training organisation and delivering administrative support to taring facilitators
- 4.1.7. Intermediate knowledge of MS Office suite of products.

4.2. Desirable

- 4.2.1. Previous experience of supporting training delivery and training systems
- 4.2.2. Familiar with course assessment criteria

4 Mandatory Training Requirements

Training Type	Frequency
HSEQ Induction	On Induction
Manual Handling and Ergonomics	As-needs basis
Success Factors: Anti-Bribery & Corruption Training	On Induction
Success Factors: Cyber Security Awareness Training	On Induction
Success Factors: Trade Controls Awareness	On Induction
Success Factors: Data Protection Training	On Induction
Success Factors: Introduction to Picasso IT Services	On Induction
Success Factors: Bullying & Harassment Awareness	Annually
Security Awareness	As-needs basis

5. Our Guiding Principles – Being Babcock

- 5.1. Build great relationships based on trust
- 5.2. Respect people and value their diversity
- 5.3. Always strive to deliver
- 5.4. Challenge ourselves and each other
- 5.5. Safeguard Customers reputations
- 5.6. Thrive on complexity
- 5.7. Trust our people to deliver
- 5.8. Never compromise on health and safety

6. Health, Safety & Environment

- 6.1. Contribute to a safe working environment by:
 - 6.1.1. Taking care to protect his or her personal health and safety at work;
 - 6.1.2. Not adversely affecting the health and safety of others in the workplace;

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- 6.1.3. Identifying hazards in the workplace, and rectifying them where possible;
 - 6.1.4. Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur; and
 - 6.1.5. Complying with all relevant HSE policies and procedures.
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7. Other Requirements

7.1. There may be a requirement to carry out reasonable additional duties to meet the needs of the organisation;

7.2. Must operate in accordance with the Babcock Financial Delegations of Authority;

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| 7.3. Security Clearance | N/A <input type="checkbox"/> | Baseline <input type="checkbox"/> | NV1 <input type="checkbox"/> |
| 7.4. Interstate travel required | | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7.5. Access to protected US Defence Technology & Information | | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
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